

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

IN-HOUSE VACANCY ANNOUNCEMENT

05/25/04

Does not confer to Civil Service Status

POSITION: **Recreation Assistant Leader (Youth)** ANNOUNCEMENT# **SP 67-04**
Grade: NF-0189-02 (pending classification)
Salary: Negotiable
LOCATION: MWR Dept.-CDP & Youth/NSA CLOSING DATE: Open Until Filled
Norfolk, VA 23511

AREA OF CONSIDERATION: All MWR employees, Region wide

(1) Position, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: The incumbent serves as a leader to a staff of Recreation Aids/Assistants with responsibility for the operation of the activity and program in accordance with applicable regulations and may perform some or all of the following duties: Conducts daily health checks of children, notifying the Youth Center manager of any marks or other signs that may indicate a suspicion of illness, abuse or neglect. Provides information to parents about programs offered and upcoming events. Assists in overall publicity campaigns to promote specific programs. Ensures facility is clean and orderly prior to arrival of program participants. Before closing, ensures facility has been cleaned according to directives and is properly secured. Demonstrates proper work methods and provides work-related guidance to subordinates. Conducts on-the-job training and instruction. Responsible for ensuring security, safety, health and other required rules are followed at all times through constant supervision, effective arrangement of space, and maintenance of equipment. Refers difficult or unusual situations to the Youth Center manager. Prepares the youth facility by assembling and setting up for crafts, cooking, gym, outdoor programs, etc.

School-Age-Care Programming: Plans and implements the daily structure, curriculum and activities for School-Age-Care (SAC) and Summer Day Camp programs. Uses a variety of educational and recreation plans to stimulate and sustain the interest of children 5-12 years of age that contribute to their social, emotional, intellectual and physical development.

Teen Programming: Plans and implements on-going leisure and recreational activities for the teen population. Coordinates special events and community programs that ensure effective use of resources/facilities for teens/preteens 10-18 years of age. **Sports Programming:** Plans and implements fitness-related activities for registered youth ages 5-18 years of age. Organized sports include, but are not limited to baseball, soccer, basketball, cheerleading, bowling, billiards, ping-pong and participation in the Navy-wide youth Fun and Fitness competition. Prepares practice and game schedules for all youth sports events and distributes them to parents and coaches. Maintains registration and team rosters. All programs must encourage learning, develop social skills and meet program criteria set by Naval Personnel Command (NPC). Program activities are age and skill level appropriate, developmental in nature and highly motivating. Regularly assess youth needs by reviewing program guidelines, resource materials and local community youth programs to obtain ideas to be adapted to fit installation requirements. Assists in the preparation and monitoring of the annual appropriated and nonappropriated fund budgets, ordering and procuring program supplies/equipment, and monthly/annual inventories. Ensures proper internal controls are maintained to protect income, property, supplies and records. Assists with the preparation of written instructions, progress reports, maintaining records, newsletter, program surveys, needs assessments and grant applications. May recommend changes or additions to current policies and procedures, making adjustments where necessary for children with learning disabilities, accelerated/gifted children and children with disciplinary problems.

QUALIFICATIONS: Must be at least 18 years old and possess a high school diploma or equivalent. Must possess the necessary skills, knowledge, and ability to effectively administer activities, programs, and carry out the duties of the position. Must have at least two years of specialized experience and must have completed all training/certification requirement for the recreation assistant (youth) NF-02, which encompasses nine navy youth staff training modules and thirteen school age care training modules. An associate's degree in child development or a related field, or the equivalent in education, training and experience is preferred.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fichteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-NOTE Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and reentry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted

include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)